

# APPENDIX B

## DISCLOSURE STATEMENT

**TO:** Director of Purchasing  
**FROM:** Employee  
**DATE:**  
**SUBJECT:** Conflict of Interest Disclosure Statement

I have read the Conflict of Interest Policy (non-faculty Exempt Staff, see page 12 of the Exempt Staff Handbook; Classified Employees, see State of Colorado Employee Handbook page 52) and I am in compliance with the policy except as specifically set forth below.

Examples of situations with the potential for Conflicts of Interest include:

1. certain types of outside employment or offers of outside employment involving assignments that have the potential to compromise the Institutional position of the individual;
2. performing work for clients for pay when the work in question falls within the regular assignment of the individual;
3. any outside relationships that conflict with the Institutional teaching, research, and service responsibilities of the individual;
4. consulting relationships involving activities with the potential to compromise the Institutional position of the individual;
5. financial interests in companies and other kinds of organizations doing business with the Institution; and;
6. financial gain to the individual that results from involvement in Institutional decisions.

For the information of the College, I am listing below in the space provided all of my "affiliations" as defined that reasonably could give rise to or appearance of a conflict of interest, and the position and/or interest which I or a member of my immediate family has in each affiliation."

\_\_\_\_\_  
Name (please type or print)

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

### EXCEPTIONS/AFFILIATIONS

(NOTE: If there are none, please write "none." If additional space is required, attach separate listing).